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MEMORANDUM TO: Chief/Operations School 22 April 1957
RPTS 1

FROM : Assistant Chief for Field Training

25X1A6a

SUBJECT : Weekly Activities Report #17, Operations School/
15-21 April 1957

SIGNIFICANT ITEMS:

Nothing to report.

OTHER ACTIVITIES:

Office of AF/OS

1. AF/OS met with the OFC staff on 16 April to review suggestions for minor course content adjustments and scheduling problems for OFC 9.

2. [REDACTED] was here on 18 and 19 April to discuss with AF/OS, D/AF/OS, A/AF/OS, and key Operations School/[REDACTED] administrative personnel the plans for the Secretarial Workshop on 20 May. The Workshop will consist of review of the functions and responsibilities of OTR Schools and Staffs, instruction in the clerical and administrative procedures used at Operations School/[REDACTED] and a seminar designed to produce recommendations for the improvement of our local administrative procedures.

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3. [REDACTED] visited the [REDACTED] on 15 and 16 April to discuss with AF/OS and D/AF/OS [REDACTED] possible assignment to Operations School/[REDACTED] and to inquire about the local housing situation.

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6. A/AF/OS was in Headquarters on 15 and 16 April for the scheduled meeting of the Clerical Promotion Panel and to discuss several Operations School/[redacted] administrative problems with OTR Headquarters personnel.

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7. We were pleased to have as our guest Chief/JOTP's secretary, [redacted] on 15, 16 April. She was briefed on the activities of Operations School/[redacted] and given a [redacted] Tour by A/AF/OS.

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Courses

Operations Course

1. The OC has published a master schedule for critiquing and grading of students' written work and assigning time and personnel for the performance of these tasks. This is an effort to ensure that all written work gets prompt staff attention, regardless of current instructor work load. This schedule was prepared with the assistance of [redacted]

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2. All forty-seven students, ten staff members, and two Training Aids personnel went to nearby cities for a surveillance exercise on 18 April. No security incidents were reported.

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3. One student was absent on 19 April to attend to urgent personal affairs. Another student was absent for a few hours on 17 and 18 April on Headquarters business.

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4. [redacted] of the OFC staff assisted the OC staff in the [redacted] Casing Problem.

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5. The Training Aids Unit assisted the OC staff in the [redacted] Casing Problem and the [redacted] Surveillance Problem.

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6. [redacted], [redacted] Communications Officer, delivered two lectures to the OC this week.

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7. [redacted] TSS, [redacted] presented a lecture on Secret Writing to OC on 16 April.

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Operations Familiarization Course

1. During the reporting period, the grading of the final papers for OFC #8 was completed and the narrative portions of the evaluations have been drafted and will be submitted to AF/OS for approval on 22 April. The course report has been completed.

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2. The schedule for OFC #9 is being drafted and coordinated with the various support elements. Preparations have been made to accommodate the forty-five students registered for OFC #9.

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Clandestine Field Activities/Maritime Operations Course
The first week of the Weapons and Survival Tutorial Course which began on 15 April was completed 19 April.

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Special Staybehind Operations Course
1. The Film Unit was here 15 through 18 April to complete local work on the Caching Film.

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2. All members of the section assisted Messrs. [REDACTED] and [REDACTED] of TSS, [REDACTED] on the thirty-month inspection of the cache testing program and the emplacement of material and containers for a continuation of the program.

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3. The Staybehind Course began at Headquarters on 15 April with four students. The final week of instruction will be given at [REDACTED] to two students beginning 29 April.

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4. [REDACTED] will be at Headquarters 22-26 April for the second week of the SB Course and to coordinate pertinent SSOC business.

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Units

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Assessment & Evaluation

1. The summary of ratings and comments from student critiques for the fifth and sixth weeks of OFC #8 was completed and submitted to AF/OS.

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2. [REDACTED] completed his period of familiarization with our training evaluation procedures on 19 April.

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4.

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3. ██████████ participated in a conference called by AF/OS to discuss the validity of seminar grades in general and of particular methods of arriving at such grades. Others in the conference were D/AF/OS and the Chief Instructors and Planning Officers of OC and OFC.

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4. Evaluation support of OC:

- a. Assistance was given in planning and managing the evaluation of students' cover performance during the two Post Casing Exercises. In addition, results were tabulated and reviewed for grade cut-off points with the Chairman of the Cover Committee and CI/████. The Cover Committee was aided in preparing summary comments for the written "feedback" report to be given to students.
- b. Assistance was given the Chairman, Communications Committee, in completing the revision of Part III (Operations ████████ of the Clandestine Communications Examination; in planning the conduct of the examination; in managing the scoring; and in reviewing the distribution of total scores to determine grade cut-off points.

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Training Aids Unit

1. Graphics - Photographic:

- a. Layouts for twelve colored slides pertaining to Efficiency Security Factors were completed for future use in the Operations Course.
- b. Discussions on a possible future TSS display area with its graphic implications, was discussed by AF/OS, D/AF/OS, CM of/TSS/████ and Chief/TAU.

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2. Film Section:

- a. Film Section personnel participated in clandestine photography of OC students during the town problem on 18 April.
- b. A playback of binaural tapes made during OFC was set up for AF/OS on 18 April.

3. TAU personnel participated in two Operations Course Field Problems during the past week.

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5.

Technical Services Staff/ [REDACTED]

1. [REDACTED] was TDY Headquarters Monday thru Wednesday to take over C/TSS/ [REDACTED] office in the absence of [REDACTED]

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2. [REDACTED] was TDY Headquarters Monday and Tuesday on TSS/ [REDACTED] business.

3. [REDACTED] was TDY Headquarters Monday to confer with [REDACTED] on TSS/ [REDACTED] business.

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4. [REDACTED] was TDY Headquarters Friday on TSS/ [REDACTED] business.

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5. [REDACTED], TSS [REDACTED], was TDY Headquarters Tuesday to begin processing preparatory to coming on board as a contract employee.

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PERSONNEL NOTES:

1. [REDACTED] will be at Headquarters from 18 to 30 April concerning his rotation. He will return here on 30 April to clear the [REDACTED]

2. [REDACTED] assumed her duties as Secretary to D/AF/OS and A/AF/OS on 15 April. We are pleased to have [REDACTED] as a member of the Operations School/ [REDACTED] Staff.

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[REDACTED]
Deputy Assistant Chief for Field Training

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